

## Chapter 2

### OFFICER PROGRAMS APPLICATION INSTRUCTIONS

Please follow the instructions below for completing the Officer Programs Application. Specific program eligibility, and program information and application procedures for each officer program are contained in this Manual. Carefully read the appropriate program section **prior** to completing your application for an officer program. **You must have an original signature on each application you submit.**

#### INSTRUCTIONS

1. Read the following instructions carefully before filling out the form, OPNAV 1420/1. If you have questions about the application, contact the program point of contact listed in the respective program chapter. Illegible entries can result in misinterpretation by a selection board and may jeopardize your selection. **Applications must be typed or hand-written in black or blue ink.**
2. Enter Name and Rate/Rank, SSN in the blocks provided on top of every page of this application.
3. Provide information in each block as specified.

**Block 1.** List other names used particularly if college or high school transcripts or other important documents reflect a name different from your current name.

**Block 2.** Indicate programs to which you are applying by placing an **X** in the box next to the appropriate program. Check **all** programs for which you are applying. Please note the requirements for each program and for duplicate program submission send package to appropriate address.

USNA	United States Naval Academy
NROTC	Naval Reserve Officers Training Corps
BOOST	Broadened Opportunity For Officer Selection and Training
STA	Seaman To Admiral
OCS	Officer Candidate School
ECP	Enlisted Commissioning Program
AECP	Enlisted Commissioning Program Aviation Option
NECP	Enlisted Commissioning Program Nuclear Option

Enclosure (1)

ECP-CEC	Enlisted Commissioning Program Civil Engineer Corps Option
MECP	Medical Enlisted Commissioning Program
MSC IPP	Medical Service Corps In-service Procurement Program (Health Care Administration or Physician Assistant)
LDO	Limited Duty Officer
CWO	Chief Warrant Officer

**Block 3.** Desired community/designator. List desired community/designator preference: for example, Surface Warfare, Aviation, Surface Warfare Nuclear, Nurse Corps, and Submarine. This information is required for OCS, NECP, LDO and CWO (maximum 2 designators for LDO/CWO applicants), but is optional for all other programs. (NROTC and BOOST applicants can only choose URL community.) See Appendix O for the listing of communities and officer designators.

**PERSONAL INFORMATION SECTION.** For the following blocks, please indicate as applicable.

**Blocks 4 and 5.** Self Explanatory.

**Block 6. (Not required for LDO/CWO applicants unless applicant is a naturalized citizen.)** U.S. citizenship is a requirement by law for all commissioned officers (10 U.S.C 532); therefore, you must provide proof of U.S. citizenship when applying for a commission or for programs leading to a commission. A copy (DO NOT SEND IN ORIGINAL) of your birth certificate is valid proof of U.S. citizenship. In certain states it is illegal to copy the birth certificate. In those cases, applicants may use the Verification of Birth (Form DD 372). When using the Form DD 372, your Personnel Office or Executive Officer must sight your original birth certificate and sign in the appropriate block of the form, the date that the original document was sighted. Other valid forms of proof of U.S. citizenship include Naturalization and Citizenship Certificates and the U.S. passport. In these cases, your Personnel Office or Executive Officer must complete the Verification of Birth (Form DD 372), since it is illegal to copy Naturalization Certificates or Citizenship Certificates. (DO NOT SEND IN ORIGINALS). Not required for LDO/CWO applicants unless applicant is a naturalized citizen.

**Block 7.** Self Explanatory.

Enclosure (1)

**Block 8.** Number of Dependents: Include spouse, if applicable.

**Block 9.** State of Legal Residence: Applicable to Basic ECP, AECP, NECP, and STA only.

**Block 10.** Unit Identification Code (UIC): Contact your Command's Administration Office for this information.

**Block 11.** Projected Rotation Date (PRD): Self Explanatory.

**Blocks 12 and 13.** Self Explanatory.

**Block 14.** Race: Check one.

**NAVAL ACADEMY SECTION.** To be completed by Naval Academy applicants only.

**Block 15.** Provide your State of Legal Residence and Congressional District.

**Block 16.** Indicate if you are interested in the Naval Academy Preparatory School. See Chapter 3 for specific program information.

#### **MILITARY INFORMATION SECTION**

**Blocks 17 through 20.** Self Explanatory.

**Block 21.** Testing Scores. (Not applicable for LDO/CWO.) See specific chapters for Testing Scores.

**Block 22.** PRT section should be completed by your command Physical Fitness Coordinator. (Not required for LDO/CWO applicants.)

- PRT: Scores must be from last 3 consecutive official PRTS.
- Final Scores: Enter total numeric score.
- Overall Score: Circle one of the following scores: O=Outstanding, E=Excellent, G=Good, S=Satisfactory, F=Fail.
- Run/Swim: Circle either Run/Swim and Enter time (minutes.seconds).
- Sit-ups: Enter number of sit-ups.

Enclosure (1)

- Push-ups: Enter number of push-ups.
- Height: Enter height in inches.
- Weight: Enter weight in pounds.
- Percent Body Fat (if applicable).

**Block 23.** Self Explanatory. (Attach separate sheet if more space is necessary.)

#### **EDUCATION SECTION**

**Block 24.** High School. Include GED information, only if you are not a high school graduate. If you earned a GED, you should still include all high school transcripts. Attach one certified copy of each high school transcript and/or GED certificate. (Not required for OCS, MSC IPP.) (Only required for LDO/CWO if not a High School Graduate.)

**Block 25.** College. Provide the required data if applicable. If you have not completed your baccalaureate degree, and are applying for a degree completion program, provide the number of fully transferable college credits. See appropriate chapters for specific educational requirements and college transcript information.

**Block 26.** Degree/University Preference. See Appendix B for available universities. **NROTC applicants must list a state college or university as one of your top two choices. Applications will not be reviewed without a minimum of three listed.** Not required for OCS and LDO/CWO.

#### **PERSONAL HISTORY**

**Block 27.** Personal Awards. Include Flag Letters of Commendation, Navy and Marine Corps Achievement Medal and higher, including Good Conduct Medals.

**Block 28.** Service Schools. Attach your SMART transcript. List any Service Schools that were attended for a 2-week duration not listed on the SMART.

**Block 29.** Self Explanatory.

**Block 30.** Extracurricular Activities. List extracurricular activities and dates of involvement starting with the most

Enclosure (1)

recent, e.g., sports, clubs, civic or military activities/ volunteer work, collateral duties and command activities. Highlight any positions of leadership associated with the activity, e.g., team leader, MWR Chairman, President of High School or College Team or Club.

**Block 31. Special Abilities.** List all foreign language abilities, flying experience, including airframe and hours, computer skills, etc.

**Block 32. Civil/Military Offense(s):** Fill out as directed. **Important!** Providing false information or failing to declare any civil/military offense(s) may result in non-selection for the program.

**Block 33. Drug Use/Alcohol Related Incident(s):** Fill out as directed. **Important!** Providing false information or failing to declare any drug/alcohol incident(s) may result in non-selection for the program.

**Block 34. Previous applications for any commissioning programs:** List programs and dates (FY) for any commissioning programs you were selected for or attended. Include a brief explanation for withdrawing from the program in the block provided in the Personal Statement sections of this application.

**PERSONNEL SECURITY INFORMATION.** This section is applicable to OCS and MSC IPP applicants. All other programs, not applicable.

**Blocks 35 through 37.** Provide the information as indicated. Your Security Manager **must** obtain verification from Department of Navy Central Adjudication Facility (DONCAF) that you possess the appropriate entrance agency check. Your Command Security Manager or Executive Officer must sign in the blocks provided that verification was made with DONCAF and that you possess the appropriate entrance investigations. **Applications will be rejected and returned to the applicant** if this section is not completely filled out or if Command Security Manager verification is not indicated. Applicants for the OCS, or MSC IPP programs, who do not have either a valid Entry Level National Agency Check (ENTNAC) or National Agency Check (NAC), must include a completed SF 86 (EPSQ version 2.1 or higher) with the Officer Programs Application. OCS applicants for Special Duty Officer programs in Intelligence, Cryptology or Nuclear Power designators will

Enclosure (1)

require a Special Background Investigation and applicants may be required to submit a Personnel Security Questionnaire (SF 86 EPSQ version 2.1 or higher) regardless of whether they have an ENTNAC or NAC. See specific sections of this manual for specific program guidance.

**Privacy Act.** Read Privacy Act completely. Sign and date your application.

### **Additional Application Requirements**

**Personal Statement.** Use the space provided to answer questions 1 and 2 and, if applicable, question 3. Your personal statement should be a clear, concise essay addressing the areas listed on the application form. If handwritten, it must be legible. Extra attached sheets and lengthy statements are discouraged.

**Financial Statement (OCS Applicants only).** Use the space provided to answer questions 1 through 6. If handwritten, it must be legible.

### **Commanding Officer Recommendation**

To be completed by your Commanding Officer.

### **Request For College Transcript**

To be completed and signed by the applicant.

NOTE: OCS, NROTC and MSC IPP require an **official** transcript with a raised seal from school official or registrar. For other programs, a certified copy of your transcript(s) is sufficient.

You must provide transcripts from all colleges you attended.

Detach transcript request from application form and send it to university/college(s).

Make checks payable to the university/college and send with transcript request.

**Request For High School Transcript** (FOR USNA, NROTC, BOOST, SEAMAN TO ADMIRAL, ECP, NECP, AND MECP APPLICANTS ONLY)

To be completed and signed by the applicant.

Enclosure (1)

Provide certified copies of transcripts from all high schools attended.

NROTC applicants must use the High School Transcript Request form located in the Officer Programs Application (Chapter 2).

Enclosure (1)